

Question 1: What is MyAccess and why are we using it to sign in to WebScheduler?

Answer 1: MyAccess is an agency-wide initiative to better secure FAA systems from cyber threats and simplify your login and password requirements.

Question 2: How do I sign in to WebScheduler now that it no longer uses my LDAP ID but instead uses MyAccess?

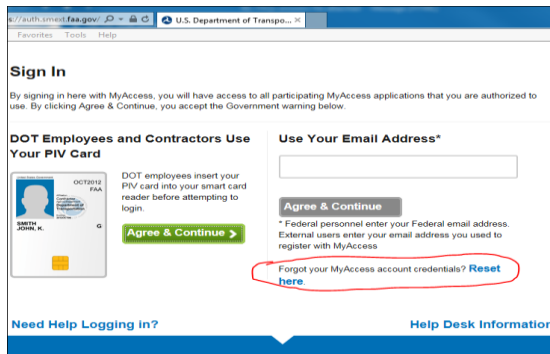
Answer 2: The only change will be the information provided at sign-in.

- Access to WebScheduler will still use the current web address of <https://wmtscheduler.faa.gov/>
- From the WebScheduler page, the user will click on the “Login” button;
- The “Login” button will direct the user to the FAA MyAccess website, found at <https://my.faa.gov> instead of the old LDAP ID page;
- The FAA MyAccess site (<https://my.faa.gov>) will provide the user with two (2) different ways to login:
 - Option 1 – PIV Card and PIV Card PIN (unless already logged in via PIV Card)
 - Option 2 – FAA email address (as a username) and MyAccess PIN, as well as the correct answer to one (1) of his/her established Security Questions

NOTE: An employee’s PIV Card PIN may or may not be the same as his/her MyAccess PIN. An employee’s MyAccess PIN does not expire and may be changed by an employee at any time.

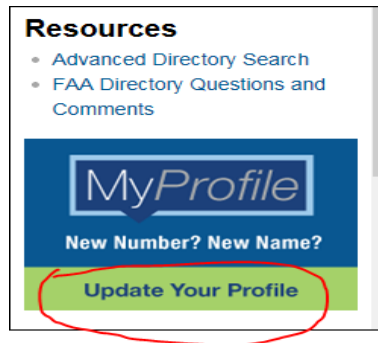
Question 3: I set up/registered with MyAccess but cannot remember either my MyAccess PIN or some/all of the answers to my Security Questions. What should I do?

Answer 3: You can use the self-service option to re-set your PIN and Security Questions while on the MyAccess login screen. You can access the self-service option when logging in to the WebScheduler application by clicking on “Reset Here” under the “Agree & Continue” button.



You will be asked to submit your email address, which does not need to be an FAA email address. An email with instructions on how to re-set MyAccess account will be sent to your inbox.

If you remember the answers to Security Questions but cannot remember your PIN, you must select "Update Your Profile" link on <https://my.faa.gov/>, and then follow the steps provided.




Remember, you can always contact the Help Desk @ **1844-FAA-MYIT (322-6948)** or e-mail to: Helpdesk@faa.gov for the help.

Question 4: I've never set up MyAccess. How do I set up a MyAccess PIN and/or create answers to my Security Questions?

Answer 4: The following steps/information provide options to set up a MyAccess PIN number and/or create/change Security Questions.

- A. Register for MyAccess by going to https://my.faa.gov/tools_resources/it_services_support/stay_secure/ficam/myaccess.html

WebScheduler FAQs link on WebBanner




Overview

MyAccess

Your passport to secure Agency systems

MyAccess is an agency-wide initiative to better secure FAA systems from cyber threats and simplify your login and password requirements. MyAccess leverages the strongest authentication available to provide a level of protection similar to an online bank account. MyAccess is required for BMS365 and will soon replace your login and password for access to MyFAA, eLMS, Castle, IdealHub, and other popular agency systems.

Steps to Get MyAccess

- 1. Enable your PIV (personal identity verification)**
Get certificates for your PIV
[More >>](https://my.faa.gov/tools_resource/cert_services_support/stay_secure/faq/myaccessintro/enble.html)
(https://my.faa.gov/tools_resource/cert_services_support/stay_secure/faq/myaccessintro/enble.html)
- 2. Register for MyAccess**
Go to [MyAccess \(http://register.smeext.faa.gov/\)](http://register.smeext.faa.gov/) to establish a PIN (personal identification number) that never expires and designate security questions like you do for online banking. Then read the [MyAccess Registration and Use](#)

(<https://my.faa.gov/content/dam/myfaa/org/staffoffices/atv/information/services/training/aids/MyAccess-Registration-and-Use.pdf>) (PDF) job aid.

B. Go to paragraph 2, “Register for MyAccess.”

2. Register for MyAccess

Go to [MyAccess \(http://register.smeext.faa.gov/\)](http://register.smeext.faa.gov/) to establish a PIN (personal identification number) that never expires and designate security questions like you do for online banking. Then read the [MyAccess Registration and Use](#)



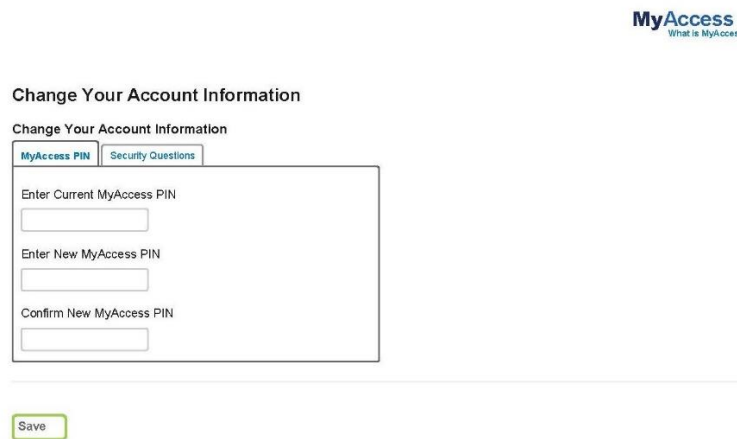
MyAccess

Register

(<https://my.faa.gov/content/dam/myfaa/org/staffoffices/atv/information/services/training/aids/MyAccess-Registration-and-Use.pdf>) (PDF) job aid.

Note: For additional information and more specific steps/FAQs you can select the link “MyAccess Registration and Use.” This link will open a User Aid that provides additional information/steps for registration and use of MyAccess. That link will open in .pdf and can be saved to the desktop, a file, and/or printed.

- C. Click on the underlined link “MyAccess (<http://register.smext.faa.gov//>).” It will take you to the below page.



MyAccess
What is MyAccess?

Change Your Account Information

Change Your Account Information

MyAccess PIN Security Questions

Enter Current MyAccess PIN

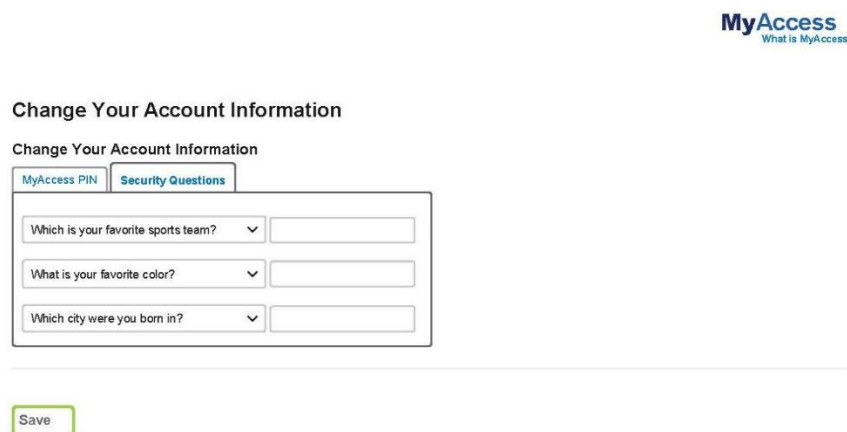
Enter New MyAccess PIN

Confirm New MyAccess PIN

Save

REMEMBER: Hit the SAVE Button when done

- D. If you do not know or remember your Security Questions, click on the underlined link “MyAccess (<http://register.smext.faa.gov//>),” select the second tab, and follow the instructions.



MyAccess
What is MyAccess?

Change Your Account Information

Change Your Account Information

MyAccess PIN Security Questions

Which is your favorite sports team? ▼

What is your favorite color? ▼

Which city were you born in? ▼

Save

REMEMBER: Hit the SAVE Button when done

- E. If you are unable to register or change your MyAccess PIN and/or your Security/”Challenge” Questions, contact the MyIT Help Desk @ **1844-FAA-MYIT (322-6948) or email Helpdesk@faa.gov**

WebScheduler FAQs link on WebBanner

Question 5: Will the migration to MyAccess affect my current user level (i.e., CPC, CIC, etc.)?

Answer 5: No. A user's level/access/classification will not be changed by the migration to MyAccess to sign onto WebScheduler.